

# **PLANNER/ LAND USE ADMINISTRATOR**

## **JOB SUMMARY**

Provides leadership and technical assistance in all facets of community planning, zoning and development issues. Acts as advisor to the Planning Board and provides leadership and support on all Planning Board related matters and responsibilities. Oversees development projects, watershed management, Master Plan updates, resource mapping, subdivision, site review, and capital improvements plan.

## **SUPERVISION RECEIVED**

Work is performed under the overall supervision of the Town Administrator or his/her designee, while taking policy guidance from the Land Use Boards.

## **SUPERVISION EXERCISED**

Oversees the day-to-day operation of the departmental staff in accordance with Town policy and procedure as directed by the Town Administrator or his/her designee.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar or a related assignment to the position.

1. Provides technical support and guidance to the public, Planning Board, Conservation Commission, and Zoning Board of Adjustment. Makes recommendations based upon planning knowledge and the specifics of the project. Acts as a liaison to other Town boards, committees and departments regarding land use and development issues, related state statutes and case law, and current planning practices.
2. Insures that local Planning Regulations including the Master Plan, Zoning Ordinance, Site Plan Regulations, Board procedures and Capital Improvement Plan are in conformance with State law; recommends updates to regulations, plans and ordinances for the Planning Board and for review by legal counsel. Prepares final draft of amendments in accordance with public hearing requirements.
3. Writes and administers grant applications for land use related projects.
4. Provides administrative support to the Planning Board, Board of Adjustment, and Conservation Commission. Explains administrative decisions and policies. Maintains the records for these Boards and prepares correspondences pertaining to the activities of these boards. Oversees the checklist to be able to indicate what is needed in an application to make it complete.
5. Is responsible for managing the completion of agendas, minutes, notices, mailings, and keeping the website current thereby providing quality public service.

6. Annually submits a report of what was accomplished by the Land Use Department and presents a plan for the upcoming year subject to budget approval. Publicizes changes to the Zoning Ordinance, Subdivision Regulations, Site Review Regulations and other policies and procedures so the public is kept informed.
7. Responsible for collecting information and presenting it to the Planning Board for the annual update of the Town's Capital Improvement Plan, inclusive of department interface and current project pro formas.
8. Works closely with the Code Enforcement Office with zoning and site review enforcement issues. Presents these to the Planning Board for enforcement of subdivision and site review conditions of approval including pre-construction practices.
9. Receives telephone calls, emails, and visitors, including applicants and potential applicants; researches requests for information; provides detailed, accurate information and advice on planning matters; interacts with professionals associated with planning applications or projects, including surveyors, lawyers, engineers, and architects.
10. Regularly attends Planning Board meetings and as needed attends Zoning Board of Adjustment and Conservation Commission meetings.
11. Monitors and logs all changes, modifications and other activities relating to including, but not limited to, all performance bonds, off-site improvement fees and guarantees to the Town of Barrington. Quarterly reports on the status of projects shall be given to the Planning Board and Town Administrator.
12. Acts as a liaison to see that "as-built" plans are reviewed by the Town's consulting engineer or other contracted staff. Provides preliminary review of plans and to make recommendations to the Planning Board of reviews that are needed.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Considerable knowledge of the principles and practices of Town planning; considerable knowledge of New Hampshire State Laws and Town ordinances pertaining to local and regional planning. Familiarity with engineering practices, construction techniques, natural resources, transportation, and other Land Use issues. Ability to initiate, develop, document, and present proposals for long and short range planning; ability to explain code enforcement requirements; ability to analyze planning and code enforcement problems; ability to review blue prints, engineering plans, and specifications; ability to manage multiple projects simultaneously; ability to establish and maintain effective working relationships with Land Use Boards, department heads, officials, outside agencies, civic leaders, and the general public; ability to present in a public forum including the ability to build consensus and involve a broad-based group of individuals. Excellent keyboard skills and proficiency with Microsoft Word and Excel. Desire familiarity with Geographical Information System (GIS) mapping.

## **MINIMUM QUALIFICATIONS REQUIRED**

Bachelor's degree in Municipal Planning, Engineering in Land Planning or Civil Engineering preferred with two [2] years or more of experience in regional or local planning; OR any equivalent combination of education and experience, including volunteer efforts, which demonstrates possession of the required knowledge, skills, and abilities needed for administration of the Land Use Department. Requires knowledge of modern office practices, procedures and equipment, filing, ability to read and interpret plans and maps, development and use of forms, reports and excellent record keeping. Requires very good keyboard skills, proficiency in Microsoft Office Word, Excel and Outlook, and ability to understand and follow moderately complex oral and written instructions.

## **FLEXIBILITY**

This position requires flexibility to make sure the work in the department is accomplished. At the time this job description was developed there is a part-time clerk and a part-time minute-transcriptionist. The balance between Planner duties and Land Use Administrative duties will vary based upon activity level in the office. The estimate of the current balance at the time this job description was developed is 40% Administrative and 60% Planner activities. This job description and the projected balance can change with changing circumstances and/or staffing levels.

## **PHYSICAL EXERTION/ENVIRONMENTAL CONDITIONS**

[The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions].

For communicating with others, talking is required; for receiving information and instructions from others, hearing is required; and for doing this job effectively and correctly, sight is required, specifically, close vision and the ability to adjust focus. Required to sit for extended periods, stand frequently, use hands to finger, handle, and feel objects or controls, reach with hands and arms, bend, and lift and/or move 25 pounds or less.

The employee occasionally works in outdoor conditions while investigating site plans. Employee is occasionally exposed to wet humid conditions. The noise level in the indoor work environment is usually quiet.

Terms and job description are subject to change.